

## **Scheduling Procedures**

To schedule a meeting or to request the Congresswoman attend an event, please contact the Scheduler- Mary Bishop.

### Meeting Request:

1. All requests for meeting with the Congresswoman should be presented to scheduler at least six weeks in advance in written format using the DC Meeting Scheduling Request form. This may be faxed, mailed to the Washington D.C address, or e-mailed to [mary.bishop@mail.house.gov](mailto:mary.bishop@mail.house.gov).
2. In District meeting request should be sent to the attention of District Director Tara Martin

### Event Request:

Invitations to events for Congresswoman Clarke should be sent to the Washington office two months in advance using the Event Scheduling Request Form. This can either be done via e-mail, fax or regular mail.

### **Washington Address:**

Cong. Yvette D. Clarke  
1029 Longworth House Office Building  
Washington, DC 20515  
Phone: 202-225-6231  
Fax: 202-226-0112  
E-mail: [Mary.Bishop@mail.house.gov](mailto:Mary.Bishop@mail.house.gov)